

Proposed Revisions April 2017

By-Laws of The Environmental Engineering and Science Division

Adopted: (June 2009)

Revised: (April 2017)

[A] Name

The name of this division of the American Society for Engineering Education shall be the Environmental Engineering and Science Division.

[B] Objectives

The objectives of this division are identical with the objectives of the Society as set out in the ASEE Constitution, with an emphasis on those objectives that pertain to environmental engineering and science. Specifically, the unit shall: foster cooperative efforts of all professionals concerned with educational aspects of the Environmental Engineering and Science area toward the development of courses and curricula, research training programs, conferences, seminars, institutes, workshops, and related educational activities uniquely designed to serve the interdisciplinary needs of all environmental engineers and scientists within the profession, and to do this in full support of and in a manner consistent with the purposes of the Society.

[C] Membership

The membership of the division shall be those members of the American Society for Engineering Education (ASEE) who identify to ASEE their wish to be affiliated with the group each year and who pay the division dues each year. Dues shall be set by the members of the unit using the procedure indicated below in Section [X] for bylaws amendments. The dues shall be reported to ASEE Headquarters staff for implementation.

[D] Organization

The unit shall be administered by an Executive Committee composed of the Chair, Program Chair, Secretary, Treasurer, and Directors.

The Chair shall represent the unit on the Council Board of the Professional Interest Council to which the unit has been assigned by the Society.

[E] Officers

[1] The unit's officers shall be:

Chair — serving a term of one year and succeeding to the position of Director

Program Chair — serving a term of one year and succeeding to the position of Chair

Secretary — serving a term of one year and succeeding to the position of Program Chair

Treasurer — serving a term of one year and succeeding to the position of Secretary

Director — up to six directors, serving terms of three years; not more than two directors shall be elected each year. An individual may not serve concurrently as an officer and as a director.

[2] The Chair and other elected officers shall assume their duties at the close of the unit's business meeting conducted at the annual meeting of the Society. Appointed officers shall assume their duties upon appointment.

[3] In the event of the resignation or death of one of the members of the Executive Committee, the vacated office shall be filled for the duration of the unexpired term by a person to be appointed by vote of the Executive Committee.

[F] Duties of Officers

[1] The CHAIR shall:

- Have administrative responsibility for the conduct of all functions of the unit in accordance with these by-laws and the policies and procedures established by the Executive Committee.
- Schedule, organize and conduct annual business meetings of the unit and all meetings of the Executive Committee.
- Compile an annual report of the activities of the unit as requested by the Secretary of the Society.
- Assure that official cash disbursement signature are on file at Society headquarters and approve all expenditures of Society funds.

[2] The PROGRAM CHAIR shall:

- Arrange and coordinate the unit's activities at the Society's annual meeting.
- Work with the Executive Committee to develop technical programs in accordance with the unit's objectives.
- Coordinate sessions within the time frame set by ASEE headquarters for inviting speakers, notifying headquarters of logistical needs, etc., as set for in the "Program Chair Guidelines" available from the ASEE Conferences department.
- Work with ASEE Conferences department staff in the on-site management of sessions.

[3] The SECRETARY shall:

- Record the minutes of the Executive Committee meetings and the annual business meeting, and distribute copies of the minutes to the appropriate unit and Society officers.
- Be responsible for the official records of the Executive Committee and the unit, and ensure that the files of the unit are passed along to her/his successor.
- Tabulate, verify, and communicate the results of unit elections and other ballots.

- Collect, evaluate, and edit materials for periodic newsletters to the unit membership.

[4] The TREASURER shall:

- Oversee and maintain the financial records of the unit and regularly report on financial status to the Executive Committee.
- Collect unit income, if any, and disburse monies authorized by the unit Chair.
- Keep records of all the unit's outstanding receivables and payables.
- Ensure that all the unit's financial activities conform to the standards and procedure set forth in the ASEE Financial Policy Manual, which is available from the ASEE Accounting department.

[5] The DIRECTORS shall:

- Serve on the Executive Committee and, upon appointment, on such other standing and ad hoc committees the unit may establish.

[G] Election of Officers

[1] The Nominating Committee shall annually nominate two or more candidates for each elected office for which the term is due to expire at the next annual business meeting. Officers to be elected by vote of the unit members are the Treasurer, and Director.

[2] Additional nominations for any elective office may be made at the annual meeting by presentation of such nominations in writing with the signature of at least five unit members who are present at the meeting. These additional nominees shall be voted on along with the nominees selected by the Nominating Committee.

[3] Election of officers shall be conducted by written ballot among those members of the unit actually present at the annual business meeting. Special elections may be conducted by e-mail, providing that those members of the unit who do not have e-mail addresses on record have the opportunity to vote by either mail or fax.

[H] Committees

[1] The Executive Committee shall establish such standing and ad hoc committees as it deems necessary to carry out the activities of the unit.

[2] At least one standing committee shall be maintained: the Nominating Committee.

[3] The Nominating Committee consists of members of the Executive Committee.

[I] Meetings and Activities

[1] An annual business meeting of the unit shall be held during the annual conference of the Society. Those members present at the meeting shall constitute a quorum. The business meeting shall include at least:

[a] Reports from the incumbent officers on the unit's activities for the preceding year, membership, and finances.

[b] Election of officers for the following year.

[c] Presentation of unit awards, unless the unit schedules a separate function for that purpose.

[2] The Executive Committee shall hold regular meetings during the annual conference of the Society and special meetings throughout the year as called by the Chair. Those members of the Executive Committee present at meetings of the Executive Committee shall constitute a quorum.

[3] The Executive Committee may establish such other activities as deemed desirable to promote the objectives of the unit.

[4] All meetings of the unit are open to all interested persons. Only members of the Executive Committee, however, are eligible to vote on Executive Committee matters, and only members of the unit are eligible to vote on unit-wide matters, including the election of officers.

[J] Publications

[1] The unit shall produce and distribute such publications as the Executive Committee deems appropriate to promote the objectives of the unit.

[2] In accordance with Article VIII of the ASEE Constitution, papers and discussions presented at meetings of ASEE and the councils or groups therein shall become the property of ASEE and may be published as ASEE series, miscellaneous or occasional publications if authorized by the Board of Directors or its delegated representative. The ASEE Board of Directors, through its delegated representative, may grant permission to publish such papers and discussions elsewhere on condition that ASEE receive proper credit or may waive any property right ASEE may have in the paper or discussion. Papers not accepted for publication shall be returned to the authors and shall no longer be considered the property of the Society.

[K] Amendments

[1] Amendments to these by-laws may be made at the annual business meeting of the unit, or by mail, e-mail, or electronic ballot at any time during the year, upon affirmative vote by two-thirds of the members who vote. If e-mail/electronic balloting is used, those members who do not have e-mail addresses on their membership records shall be provided the opportunity to cast their vote by mail or fax. Only members of the unit may vote on proposed amendments to the by-laws.

[2] Proposed amendments to these by-laws shall be prepared by a committee of two unit members appointed by the unit Chair. Proposed amendments shall be sent to the full membership of the unit by letter or in the publications of the unit not less than 30 days before they are to be voted upon. Proposed amendments may also be sent to members by

e-mail, providing that they are also sent by mail to those members who do not have an e-mail address on their membership records.

[3] Amendments approved by the division membership shall be submitted through the PIC II Chair for approval by majority vote of the ASEE Board of Directors and shall take effect only upon such approval.

[4] New division and national awards must be approved by the Awards Policy Committee (APC). Once approved by the APC, the award description shall be submitted through the PIC II Chair for approval by majority vote of the ASEE Board of Directors and shall take effect upon approval.

[L] Statement on Diversity and Inclusiveness

The Environmental Engineering and Science Division is also committed to promoting the inclusion and education of diverse individuals and embracing diverse ideas in the professions of engineering and engineering technology. The Environmental Engineering and Science Division recognizes that diversity is strength in creativity, broadness of new ideas, and embracing new perspectives to arrive at the most truly innovative, resource-smart solutions possible.

[M] Other Provisions

[1] Any provision of these by-laws shall be deemed invalid if it contravenes the Constitution and By-Laws of the Society or of the Professional Interest Council (PIC) to which the unit belongs.

[2] The rules contained in Robert's Rules of Order, latest edition, shall govern this unit in all matters of parliamentary authority to which they are applicable and in which they are consistent with the Constitution and By-Laws of the Society and the By-Laws of this unit. In all other matters, the Constitution of the Society shall govern.